

**621—2.12(20) Subpoenas.**

**2.12(1) *Attendance of witnesses.*** The board, administrative law judge, or board appointed fact finder or arbitrator shall issue subpoenas to compel the attendance of witnesses and the production of relevant records upon written application of any party filed with the board prior to the hearing or oral motion at the hearing. The party requesting subpoenas shall serve the subpoenas, and notify the board in writing prior to hearing, or orally at the time of hearing, of the names and addresses of the witnesses or the person or party having possession of the requested documents. Where a subpoena has been served more than seven days prior to the hearing, a party may move to quash the subpoena not less than three days prior to the hearing. Subpoenas for production of records shall list with specificity the items sought for production and the name and address of the person or party having possession or control thereof. A motion to quash subpoenas may be filed with the board prior to hearing or with the hearing officer, fact finder or arbitrator at the time of hearing. The motion filed prior to hearing shall be in writing, and the moving party shall provide copies to all parties of record.

**2.12(2) *Witness fees.*** Witnesses shall receive from the subpoenaing party fees and expenses as are prescribed by statute for witnesses in civil actions before a district court. Witnesses may, however, waive such fees and expenses.

**2.12(3) *Service of subpoenas.*** Subpoenas shall be served as provided in Iowa Code section 622.63.